

IN THE IOWA DISTRICT COURT FOR THE FOURTH JUDICIAL DISTRICT

IN RE THE CONVERSION OF FILES
TO ELECTRONIC DOCUMENTS

* Administrative Order
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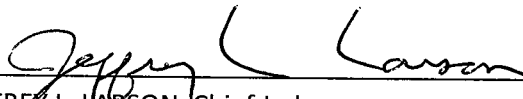
Iowa Court Rule 16.102 authorizes a chief judge to order the conversion of a paper file to an electronic file of any case not subject to the Rules Pertaining to the Use of the Electronic Document Management System (EDMS). It is in the best interest of the court and parties to pending court matters to have access via EDMS to all pending records that exist at the time a county clerk office implements EDMS. Accordingly,

IT IS ORDERED THAT:

1. Each Clerk of Court in the Fourth Judicial District will take action to convert cases that are likely to be appearing on the court schedules on or after the EDMS implementation date for their respective counties.
2. Prior to the implementation of EDMS the clerk shall notify the attorneys and parties appearing pro se of the conversion and provide information about how access to the electronic file may be obtained.
3. Each Clerk of Court shall comply with the redaction requirements related to protected information outlined in Iowa Ct. R. 16.602 through 16.607.
4. Upon notification a case has been converted counsel of record and self represented litigants shall file all future filings for that case electronically.
 - a. Notification will be via a separate notice entitled "NOTICE REGARDING ELECTRONIC FILING".

IT IS SO ORDERED:

Dated this 28 day of June


JEFFREY L. LARSON, Chief Judge
Fourth Judicial District Court of Iowa

You are receiving a copy of this notification because you are a party to or represent a party to the above noted case. If you no longer are involved in the case you may need to officially withdraw.